

Academic Year 2023-2024 - Monthly meeting schedule. Wednesdays 10:00-13:00

Seminar Series: Professionalization and Disciplinary Ethics

Given by Miriam Golden, Elias Dinas, Filip Kostelka

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*This course is compulsory for all SPS first year researchers. No credits will be awarded.
Registration [online](#)*

The professionalization seminar provides Ph.D. researchers the opportunity to learn about various aspects of the life and career of a scholar. Each session first offers about an hour of guidance by an instructor and then one to two hours for open discussion and questions. The seminar meets on one Wednesday of each month starting in October for no more than three hours.

This is a no-credit on-going monthly workshop. Students are encouraged to attend as many sessions as they believe will be useful to them.

The role of convenor rotates among Elias Dinas, Miriam Golden, and Filip Kostelka, with the involvement of faculty from the sociology discipline for some weeks. See below for information on which faculty members have committed to be present at which sessions.

25 October – Seminar room 2

Session 1: Overview of the Ph.D. process ED (lead); MG; FK

- a. What to expect from your PhD journey
- b. What is the goal of a PhD education?
- c. Events and practices along the way: lectures, workshops, conferences, presentations, publishing, teaching, public events, important deadlines
- d. Social life, outside activities, and mental health issues
- e. Should I learn Italian?
- f. Writing a book-like versus paper-based dissertation

29 November – Seminar room 2

Session 2: Conferences FK (lead); MG; Herman van de Werfhost

- a. What is out there and which ones should I try to attend?
- b. How do conferences differ between political science and sociology?
- c. When during the four years should I start attending conferences?
- d. What does it cost and how will I pay to attend a conference?
- e. How to submit a conference proposal
- f. How to prepare a paper presentation for a panel
- g. How to prepare to be a discussant
- h. How to network at a conference

6 December – Seminar room 2

Session 3: Preparing for teaching MG (lead), FK

- a. How to gain teaching experience
- b. How to prepare for teaching even without teaching experience
- c. Deciding which courses to prepare
- d. Developing a philosophy of teaching
- e. Writing a syllabus
- f. Learning to provide feedback to students and to grade fairly
- g. Student evaluations
- h. Overcoming ethnic and gender stereotypes by students
- i. How much time should I expect undergraduate teaching to take when I start?

31 January – Sala del Capitolo

Session 4: Publishing FK (lead); ED; Arnout van de Rijt

- a. How to choose a suitable journal for an article
- b. How do journals differ between sociology and political science?
- c. How to transform a paper into a submittable article
- d. How to respond to an R&R
- e. How to respond to rejection
- f. When to start publishing
- g. Publishing timelines: how long to allow a journal to review an article and what to do when they exceed your deadline; how to plan a realistic publication plan
- h. The other side of publishing: learning to review

28 February – Seminar room 2

Session 5: Getting ready for the labor market – creating a public profile ED (lead); FK

- a. When do you need a webpage? How to design it?
- b. How to write a CV?
- c. Writing a research statement
- d. Social media and specialised websites (Twitter, Web of Science, ResearchGate etc.)
- e. Registering with ORCID
- f. Posting your publications, depositing your datasets, etc.

20 March – Sala del Capitolo

Session 6: Going onto the labor market – the job search FK (lead); ED; two MWFs

- a. Academia vs industry: how to decide
- b. Where and how to search for academic jobs?
- c. What paper(-s) to include in your file
- d. The cover letter
- e. What else to include your file (research and teaching statements; diversity statements; funding projections)
- f. Pre-interview Zoom interviews
- g. How to prepare your presentation
- h. How to prepare for an interview
- i. The interview experience
- j. Job market experiences narrated by those having recent experiences [MWFs]

8 May (make up for April session) - Sala del Capitolo

Session 7: Research collaborations MG (lead); FK

- a. Should I collaborate during my PhD?
- b. With whom should I collaborate?
- c. How to be a good collaborator and co-author
- d. Intellectual property rights
- e. Foreseeing and preventing common pitfalls of collaboration
- f. Writing an MOU with collaborators
- g. Seeing through the process until publication

29 May - Sala del Capitolo

Session 8: External opportunities ED (lead); FK

- a. Fulbrights and research visits
- b. The EUI exchange program
- c. How to choose and how to approach academic hosts
- d. Writing the “pitch” to a possible foreign mentor
- e. How to locate external funding; thinking through a funding and research plan
- f. Teaching opportunities in Florence and beyond
- g. The CIVICA network
- h. Cross-institutional collaborations

12 June – Seminar Room 2

Session 9: The ethics of research and the discipline MG (lead); ED

- a. Plagiarism and borrowing ideas
- b. Ethical obligations towards those you supervise
- c. Ethical obligations towards peers, collaborators, and competitors
- d. The ethics of the job market
- e. Ethical obligations towards research assistants, staff, and enumerators
- f. Institutional ethical requirements and the IRB/Ethics Committee
- g. IRB coordination across institutions

Possible informal pot-luck dinner for students and instructors!